



2014 RECYCLING AND WASTE REDUCTION AWARDS APPLICATION

The Harford County Office of Recycling is seeking to recognize businesses and organizations for efforts in recycling and waste reduction. Businesses or organizations that have implemented successful waste reduction strategies such as recycling, reuse, source reduction, and recycled product procurement should apply.

APPLICANT INFORMATION

[Example Application](#)

Organization Name

Mailing Address	City	State	Zip
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Contact Person	Telephone	Fax	Email
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ADDITIONAL ADDRESSES- Please list any additional Harford County locations included in this award application. If you are applying for a Harford County business from an out-of-county location, please list the address(s) of the Harford County location(s).

Mailing Address	City	State	Zip
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Mailing Address	City	State	Zip
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Mailing Address	City	State	Zip
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BUSINESS INFORMATION

Number of Employees	Website
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Type of Business: Please check the one that best describes your business:

☐ Large Business (100 or more employees, and/or franchise of national chain)

☐ Small Business (Fewer than 100 employees, local and/or independent business)

_____ Property Management (residential or commercial management companies)

In the space below, please provide a brief description of your business or organization (100 words or less)

Include the type of business, number of people in each area, products created, etc. Use this space to give us a feel for your workplace.

RECYCLING AND WASTE GENERATION

Please answer all questions relating to source reduction and recycling activities within the past year. Applicants are encouraged to submit supplemental program materials such as educational materials, signage, and photographs that will assist in understanding the activities.

Who picks up your trash or where do you haul it?

Name of Waste Hauler _____

Total Generation: please complete the table below as accurately as possible. Your waste/recycling haulers may be able to provide specific tonnages.

	Number of Dumpsters/Collection Containers	Dumpster/Collection Container Size	Number of Pick-Ups per month	Tonnage *
Solid Waste	1	4 yard	4 (1/week)	
Recycling	1	6 yard	2 (every other week)	
Organics Recycling	2	64 gallon cart	4 (1/week)	

* Please only include tonnages if provided by the waste hauler, as differences in types of businesses make it difficult to estimate waste production.

How many internal trash cans do you have? The number of trash collection locations inside

How many internal recycling cans do you have? The number of recycling collection locations inside

Are your internal recycling cans next to or near your trash cans? Yes or no

Please mark the materials that are recycled and/or diverted from the waste stream.

<input type="checkbox"/> * Batteries	<input type="checkbox"/> Electronics	<input type="checkbox"/> Paint
<input type="checkbox"/> * Single Stream (paper, plastic, aluminum, glass)	<input type="checkbox"/> Textiles	<input type="checkbox"/> Waste Oil
<input type="checkbox"/> Cooking Oil	<input type="checkbox"/> * Organics/Food Scraps	<input type="checkbox"/> * Plastic shopping bags
<input type="checkbox"/> Styrofoam	<input type="checkbox"/> Scrap Metal	<input type="checkbox"/> Yard Waste
	<input type="checkbox"/> Pallets	<input type="checkbox"/> Other (please list)

A) Explain how these recyclables are collected, who provides the recycling, and estimate quantities on a monthly or yearly basis. Attach an additional sheet if needed.

Example:

Batteries are collected in a central location at our office and mailed to Call-To-Recycle. We sent approximately _____ batteries last year for recycling.

Single stream recyclables are collected in our building and loaded into a recycling dumpster. Waste Company X picks up the recycling. Tonnages are above.

Food scraps are collected in the lunchroom and picked up for recycling by Compost Company X. Tonnages are above.

Plastic shopping bags are collected in the front of our business and recycled by Plastic Bag Company X. We recycled _____ lbs of plastic bags last year.

SOURCE REDUCTION ACTIVITIES

ATTACH ADDITIONAL SHEETS IF NEEDED

1) Describe your organization and its efforts to reduce waste. Please list all waste diversion practices.

Examples:

- Converting to online newspapers and trade publications
- Buying in bulk to reduce waste
- Going paperless
- Smart purchasing- water coolers instead of water bottles, a full coffee pot instead of a single serve device
- Providing a wash station for reusable tableware
- Recycling

- 2) How do you communicate your program and educate your staff and customers? Please attach copies of any educational materials.

Examples:

- Email to all employees educating them about new programs
- Displays around the building
- Signage above recycling containers
- Staff training

- 3) What innovations, special efforts, or culture changes have resulted in increased recycling and waste reduction?

Examples:

- Recycling and waste reduction competition between departments
- Providing a central trash can instead of desk trash cans

- 4) Does your company purchase recycled materials? Please list the products and amounts purchased.

Examples:

- Recycled content printer paper
- Recycled content paper towels and toilet paper
- Any other materials made from recycled items

5) Describe any official recycling policies or operating procedures in place.

Examples:

- A specific company policy giving preference to recycled material purchases
- Organized recycling efforts in production areas
- Specific recycling and reduction efforts expected and enforced

Please note that by submitting this application, you agree to attend a public presentation of the award if selected and to the recognition of your participation in the contest in local media and on the Harford County website and social media accounts.

Please email, fax, or mail the completed application and documentation by November 1, 2014

Email: mcfiliagg@harfordcountymd.gov Fax: 410-638-4019

Mail: Business Awards, 3135 Scarboro Road, Street, MD 21154

Name of Authorized Signator

Title

Authorized Signature

Date